

POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 2011(ADM ST BD)88-3 Naming, Buildings, Rooms and Other Areas at State Facilities

Authority	Board Minutes Dated _____ June 22, 1988
	Effective Date _____ August 24, 1988
	Approved by Board Chairman _____ s/James C. Windsor

References	§ 37.1-10, <i>Code of Virginia</i> (1950), as amended, Powers and Duties of the Board
	§ 37.1-34, <i>Code of Virginia</i> (1950), as amended, Board may change names of facilities

Background	The State Mental Health, Mental Retardation and Substance Abuse Services Board has long reserved the decision for naming buildings at the various facilities of the Department.
	In 1981, the State Board asked the Department to propose a statement that would establish the Board's policy for naming buildings at the various Department facilities and the procedure for implementing that policy. In 1988 the original policy was revised to include rooms and other areas, e.g. recreational areas, into the purview of the policy.

Purpose	To establish a policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board to standardize the system for naming buildings, rooms, and other areas in all State Mental Health, Mental Retardation and Substance Abuse Services facilities.
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Policy	It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that naming buildings, rooms, and other areas situated in any facility of the Department shall be the decision of the State Board, with such determination being predicated on information submitted in accordance with procedures described herein.
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Policy

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- The facility director shall appoint a facility ad hoc committee of three (3) or more members to select a name for a new or existing building, room or other area when it is deemed appropriate by facility management.
 - If a building is to be named after a person, only employees or appointees of the Governor (who have completed their tenure) or those other persons who have made a significant contribution to the Department and its mission shall be considered.
 - The facility committee for naming, buildings, rooms and other areas shall act in accordance with the guidelines provided in this policy and the request form (attached).
 - The request form, with a full justification for the proposed selection of the facility committee, shall be submitted to the State Board at least ninety (90) days prior to dedication of a new building, naming of an existing building, room or other area.
 - The State Mental Health, Mental Retardation and Substance Abuse Services Board will consider the recommendation and take action to name the building, room, or other area at any facility of the Department.
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Guidelines for Naming Buildings, Rooms and Other Areas

1. Multiple ceremonies for ground breaking, dedication, opening, and/or naming shall be kept at a minimum.
2. All buildings named shall have an interior information plaque located near the main entrance which properly identifies the person after whom the building has been named.
3. All rooms or other areas named at a facility shall have a plaque displayed in a prominent place which properly identifies the person for whom the room or other area has been named.

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